

MID- YEAR APPLICATION FOR SCHOOL ADMISSION Information Sheet - What do I do next (after you have been informed of the outcome of an application)?

A. Your offer of a school place explained

1. The offer letter tells you the outcome of your application for a school place.

We have co-ordinated the applications for all schools and have identified the highest of your preferences where your child can be offered a place. Please contact the school at which you have been offered a place to discuss admission arrangements.

2. If you have applied for a place at more than one school, we have offered a place at the highest preference that can be met. Offers of school places have been co-ordinated, so as far as possible you should receive only one offer of a school place. We are assuming that you will accept this offer so we are not asking you to confirm acceptance. However, if you do not wish to accept this place, perhaps because your child has been offered a place by another admission authority at a non-Essex or independent school, then please let us know by returning the rejection slip to the address on the slip or by emailing admissions@essex.gov.uk. If you do not take up the place offered and do not tell the school, you could be contacted by the Education Welfare Service to check that your child is receiving an education.

3. If you have provided us with address evidence but do not already have a place at a school, and it has not been possible to offer you a place for your child at any of your preferred schools, we have allocated a place at the nearest Essex school to your home address that had spare places. If you would prefer to be offered a place at another school where there are still places available you can contact us to discuss this.

4. If you have been refused a place at any school which you ranked higher in your preferences than the school which you have been offered, it is because that school has already reached or exceeded its Published Admissions Number for that year group. If you have been refused a place for any other reason, it will be explained in your refusal letter.

5. If you indicated in section 4 of the application form that you are moving but did not enclose address evidence, then your application has been determined from your current address. If you have moved since submitting your application, we must see evidence of the move in order to determine the application from the new address. If your new address is not in Essex, then once you have signed a tenancy agreement or exchanged contracts on that property you must apply through the Local Authority in the new area. (If your new address is in Essex you will pay your council tax to one of the following Borough or District Councils: Basildon, Braintree, Brentwood, Castle Point, Chelmsford, Colchester, Epping Forest, Harlow, Maldon, Rochford, Tendring or Uttlesford).

B. Can I appeal against the refusal of a place?

1. You have the legal right to appeal to an independent appeal panel against the decision not to admit your child at any of your preferred schools for which you have not been offered a place. Many parents each year express concern that their appeal has been a 'waste of time'. In these cases experience shows that these parents generally have had little or no significant positive reason for wanting their child to attend their preferred school. An appeal is never a waste of time, but chances of success may be slim without significant reasons for attending the preferred school, particularly if you have been refused based on the infant class size limit.

If your offer letter indicates an infant class size refusal, this is because admitting more children to the school will take the infant class sizes to over 30 pupils (now or in the future). To keep infant class sizes to 30 pupils or fewer, Government legislation has restricted the power of appeal panels. They may only uphold a parent's appeal where the admission would not breach the infant class size limit, or a mistake has been made and that mistake denied your child a place, or where your child would have been offered a place if the admission arrangements had not been contrary to a mandatory provision of the School Admissions Code and the School Standards and Framework Act 1998. Additionally, a panel may uphold an appeal if it believes that the decision to refuse admission was one that no reasonable authority would make given the same circumstances.

You will need to think carefully about the grounds for your appeal; please refer to the website at www.essex.gov.uk/admissions for further information about appeals.

If you want to appeal for a school not in Essex then you will need to contact the maintaining Local Authority for an appeal form.

C. Can I get home to school transport?

1. Information about eligibility for Home to School Transport is available on our website at www.essex.gov.uk/schooltransport.

D. Continued Interest Scheme

1. If you have been refused a place at a Foundation, Academy or Voluntary Aided school and you would like to stay on a waiting list, you should contact those schools individually to ask whether they hold a waiting list. Some schools may ask you to complete a Supplementary Information Form before they add you to their waiting list. This will only be in cases where the school needs extra information in order to rank your application in accordance with its admissions policy.
2. If your child has been refused a place at a Community or Voluntary Controlled school, they will not be kept on a waiting list. However, we do have a Continued Interest Scheme, where if a place becomes available in the relevant year group we will consider applicants on this scheme alongside any current applications. If a place becomes available at the school we will apply the school's admissions policy and the application that ranks highest on the school's admission criteria will be offered a place. The continued interest list is not held in a ranked order and it is not possible to inform of a position on a list; if a place becomes available, a place is offered to the child ranking highest against the admission criteria. Please contact us if you would like to request a Continued Interest Form. You will need to register once each academic year.
3. If your child has been refused a place at a non-Essex school and you wish to remain on a waiting list, you should contact the maintaining authority for the school.

E. Further Information

1. Full details of our procedures and admission policies can be found in the booklets Primary Education in Essex and Secondary Education in Essex. These booklets are updated annually; please refer to the relevant booklet for the year in which you are applying for your child to start. If you do not already have a copy you can call us to request one, or they are available to view at our website www.essex.gov.uk/admissions.